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Position: Director – Vendor Management

Location: New York City

Industry: Financial

Contact: Wendy Tsang – wtsang@atriumstaff.com

Length: 3-Month Contract position starting immediately

REQUIRED SKILLS ARE CONTRACTS MANAGEMENT; NEGOTIATION; PROCUREMENT OF IT HARDWARE AND TELECOM SERVICES.

- * Manages the acquisition of computer hardware, and services.
- * Initiates and manages the research of data processing requirements, including the evaluation and recommendation of applicability, practicability, and cost justification.
- * Coordinates and directs all computer technology and contract awareness activities including standards, guidelines, and procedures.
- * Manages the review, payment, and reconciliation of invoices for computer products and services.
- * Assists in developing and implementing short and long term plans for the Division
- * Monitors the financial viability of our third-party vendors as well as change in tax and accounting laws/regulations that may impact current and planned activities or arrangements.
- * Reviews and negotiates contracts and leases for computer equipment, and some telecom services.
- * Performs complex cost benefit and financial analysis
- * Runs budget forecasts for existing hardware, and services
- * Identifies and supports quality improvement initiatives.
- * Performs other ad hoc assignments to enable the Company to more cost-effectively procure IT hardware, and telecom service